

Downloading a voucher as the administrator

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When an order for a voucher is placed and the order is marked as paid, the Administrator or Shop Manger can then access the voucher in the WordPress Dashboard. At this time, you can then download the voucher PDF file. **Required:** PDF Product Vouchers is a premium WooCommerce extension included with WordPress Ecommerce Hosting or as a standalone purchase. To download the voucher PDF: Go to **WooCommerce > Vouchers**, select the voucher in question, and select **View Voucher PDF**.

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Online URL: <https://www.heartinternet.uk/support/article/downloading-a-voucher-as-the-administrator.html>